



Prove It!



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Every prospective employer is asking you the question, “What can you do for me?” You must do more than tell the employer what you can do — you must **PROVE IT!** Specific examples of your past accomplishments are indicators of your future value.

The following list is to help you recall your past accomplishments. Use each question as a springboard towards thinking through what you’ve done. You’ll be surprised how much you’ve forgotten!

- For each evaluation period, what were your primary goals and objectives? Were they accomplished?
- What were your major accomplishments in your work history?
- Have you ever been given awards, commendations or special recognition? Why?
- Have you been given raises, bonuses, promotions, special temporary assignments? Why?
- Have you ever been given an increase or promotion sooner than anticipated? Why?
- Have you ever been given preferential treatment? Why?
- What have you done to change the nature of your job? What has been the result?
- Have you ever saved money for the company? How?
- Did you ever come up with a new idea, way of doing things, order in which a product has been processed, or way to minimize waste?
- Did you ever start any new tasks or projects?
- Did you suggest any policy changes or procedures? What was the result? Are they being used?
- Did you ever change something that was losing money into something that was making money?

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- Have you ever worked with, proposed, or managed budgets?
- Have you done creative or innovative things on the job?
- What extra, out-of-the-ordinary job responsibilities have you accepted? What has been the outcome?
- Have you ever developed or assisted in sales or marketing efforts?
- What kind of problems did you solve for your boss or for the company? How did you do this?
- How did you make your boss look good?
- How did you make your boss more effective or successful?
- What people problems did you solve? How?
- Did you ever do any recruiting for your company? How did that person work out for that company?
- Have you supervised others? How many? Who reported to you?
- Have you ever supervised others who were managers? How did you control their activities?
- Have you been responsible for hiring others? How many? How did they perform? Have you ever had to terminate someone? How did you do it?
- Have you ever suggested a new product line?
- What kind of written communication have you done? Have you written any grants,



proposals or reports that have been published internally or externally?

- Have you given speeches? To whom? On what subjects?
- What professional or community organizations have you been active in? Have you held any offices?
- What kind of reading do you do?
- What do you do to keep current professionally?
- What continuing education, seminars, or workshops have you taken? How did you do?
- Have you done any teaching? When? What?
- What kind of volunteer work have you done? What roles have you taken? What was the outcome of your work? What unique combination of skills do you have?
- How would your company have been different had you not been there?

Now that you've thought through your accomplishments, don't hesitate to market these accomplishments to employers. Remember, employers don't read minds. You have to tell them how good you really are!